

CITY OF MILTON-FREEWATER

P.O. Box 6, Milton-Freewater, OR 97862 (541) 938-5531

POSITION ANNOUNCEMENT

Position: PUBLIC WORKS TECHNICIAN

Salary: \$20.81 – 25.51/hr DOQ – Full Time

Duties: Performs a variety technical related functions pertaining to public works projects and operations, including but not limited to drafting with AutoCad, work order preparation, recordkeeping, estimating, research and responding to the public and staff regarding public works projects, operation of the Geographic Information System, occasional surveying projects, field inspections of water, sewer and street construction, purchasing of warehouse and field operation supplies, tracking inventory for utility warehouse, etc.

Qualifications: Working knowledge of modern methods and procedures of street, water and sewer utility operations and construction standards. Ability to prepare reports and correspondence. Working knowledge of modern principles of public and business administration. Ability to understand and implement various programs for warehouse and purchasing. Above average skills in computer drafting and computer use. Ability to estimate hours and dollars in projects. Ability to establish and maintain harmonious working relationships with other employees and the public. Field inspection skills for street improvement, solid waste projects, water infrastructure and wastewater and sewer utility operations are highly desirable.

Experience and Training:

One year experience in engineering office work and drafting, with skill in reading and interpreting engineering plans; knowledge in the public works fields desirable. Graduation from high school or the equivalent GED certificate, supplemented by additional training in college level courses relating to the engineering and cartography fields. Any satisfactory equivalent combination of experience and training which insures ability to perform the work may substitute for the above.

Method of Selection:

Evaluation of candidate's background from application form. Those applicants who appear best qualified as determined by a screening committee will be interviewed.

Application:

Applications may be obtained from Human Resources Dept., City Hall, P.O. Box 6, Milton-Freewater, OR 97862, (541) 938-8243, or on the City's website at www.mfcity.com. Applications must be in the Human Resource Department on October 15, 2010 by 3:30pm. Disability accommodations made in the recruitment process upon request.

CITY OF MILTON-FREEWATER

Job Description: PUBLIC WORKS TECHNICIAN 2010

POSITION TITLE: PUBLIC WORKS TECHNICIAN
REPORTS TO: PUBLIC WORKS SUPERINTENDENT
BARGAINING UNIT: SUPERVISORS AND TECHNICIANS
EMPLOYMENT STATUS: NON-EXEMPT

GENERAL STATEMENT OF DUTIES:

Performs a variety of technical skills related functions, including but not limited to drafting by hand and with AutoCad, work order preparation, recordkeeping, research and responding to the public regarding public works projects and issues, operation of the Geographic Information System, and other related work as required, general knowledge of survey tools & methods, field inspection of street, water and sewer construction projects, warehousing and purchasing duties and occasional operation of heavy equipment.

SUPERVISION RECEIVED:

Works under the direct supervision of the Public Works Superintendent who assigns projects and reviews work for compliance with standards.

TYPICAL EXAMPLES OF WORK:

1. Keeps accurate detailed records and generates technical reports for the water, sewer, solid waste and street utility departments of the City. Duties will include inspection and coordination of street and utility improvement projects. Will produce reports and plots from the Geographic Information System.
2. May be required to perform drafting for City projects. Technical drawings will be produced by hand and by computer using AutoCad.
3. Issues permits for construction activities such as new housing addition, street opening, curb cuts and construction, new businesses, implements zoning ordinance at the initial contact level relating to annexations, variances, subdivisions and conditional uses.
4. Does field work such as laying out construction projects, staking, securing data for and recording as-built plans, inspection of construction projects for conformance to plans. Will handle the day to day issuance of street opening permits.
5. Assembles information including calculations, maps, descriptions and specifications for use in determining project engineering requirements. Performs research work related to utility rates calculations and review under supervision of PW Superintendent.
6. Assists in the operation of Water Control in the SCADA system.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

KNOWLEDGE, SKILL AND ABILITY:

Working knowledge of modern methods and procedures of water, solid waste, sewer and street engineering, particularly as applied to municipal systems. Ability to prepare reports and correspondence. Working knowledge of modern principles of public and business administration. Ability to understand and implement various programs for computer. Above average skills in computer drafting and computer use. Ability to estimate hours and dollars in projects. Ability to establish and maintain harmonious working relationships with other employees and the public. Extensive practical field construction inspection experience is desirable.

EXPERIENCE AND TRAINING:

One year experience in engineering office work and drafting, with skill in reading and interpreting engineering plans; knowledge in the public works field is particularly desirable. Graduation from high school or the equivalent GED certificate, supplemented by additional training in college level courses relating to the engineering and cartography fields. Any satisfactory equivalent combination of experience and training which insures ability to perform the work may substitute for the above.

Possession of, or the ability to secure a valid driver's license.